

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 16 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/31/2013		2. CONTRACT NO. (If any) EP-W-13-029		6. SHIP TO: a. NAME OF CONSIGNEE R9 RICHMOND	
3. ORDER NO. 0101		4. REQUISITION/REFERENCE NO.			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Region 9 Laboratory 1337 South 46th Street Bldg 201 Mail Code:	
				c. CITY Richmond	e. ZIP CODE 94804
7. TO (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9300 LEE HIGHWAY				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220316050		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 072648579 This task order is placed with a funding ceiling and task order ceiling of \$150,000.00 until a final negotiated task order proposal is accepted. The funding line on this base order is allocated from Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Elizabeth Fuller  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/31/2013	CONTRACT NO. EP-W-13-029	ORDER NO. 0101
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	the contract. The contractor is authorized to begin work under the Task Order 101 SOW. TOPO: Rose Fong Max Expire Date: 07/31/2020 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Accounting Info: 13--T-72BS-303DD2-2505-HQ00LA00--1372BS5038-001 BFY: 13 Fund: T Budget Org: 72BS Program (PRC): 303DD2 Budget (BOC): 2505 Job #: HQ00LA00 DCN - Line ID: 1372BS5038-001 Period of Performance: 08/01/2013 to 07/31/2014					
0001	Base Period					
0002	Option Period 1 (Option Line Item) 07/31/2014  August 1, 2014 - July 31, 2015				0.00	
0003	Option Period 2 (Option Line Item) 07/31/2015  August 1, 2015 - July 31, 2016				0.00	
0004	Option Period 3 (Option Line Item) 07/31/2016  August 1, 2016 - July 31, 2017				0.00	
0005	Option Period 4 (Option Line Item) 07/31/2017 Continued ...				0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$0.00	

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/31/2013	CONTRACT NO. EP-W-13-029	ORDER NO. 0101
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0006	August 1, 2017 - July 31, 2018  Award Term 1 (Option Line Item) 07/31/2018  August 1, 2018 - July 31, 2019  Award Term 2 (Option Line Item) 07/31/2019  August 1, 2019 - July 31, 2020  The obligated amount of award: \$150,000.00. The total for this award is shown in box 17(i).				0.00	
0007					0.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))						\$0.00

**ENVIRONMENTAL SERVICES ASSISTANCE TEAM (ESAT)**  
**Region 9 (Contract#EP-W-13-029)**  
**ICF International**  
**Task Order 101: Superfund Analytical and Quality Assurance Support**  
Performance Period: 8/1/13 to 7/31/20

**Purpose**

The Contractor shall provide analytical and laboratory support to the Region 9 Laboratory and quality assurance technical support to the Region 9 Quality Assurance Office, for activities under the Superfund program. The Contractor shall perform work according to the following Tasks and in response to technical direction from the Task Manager (TM) designated for the respective Task.

**Task 1. Organic and Inorganic Laboratory Analyses at the Region 9 Laboratory**

This task is performed at the Region 9 Laboratory. The major performance areas are as follows.

- Area 1-1. Organic Analyses
- Area 1-2. Inorganic Analyses
- Area 1-3. Laboratory Support
- Area 1-4. Evaluation of New or Proposed Region 9 Laboratory Methods or Instrumentation and Development of Standard Operating Procedures

**Area 1-1. Organic Chemistry Analyses**

The Contractor shall perform organic sample preparation and analysis using the analytical methods specified in Standard Operating Procedures (SOPs). Samples will be identified to the Contractor by technical direction form (TDF). The TDF will specify the site name, site operable unit (if any), case number, number of samples, sample matrices, analyses and procedures, deliverables, and any non-routine requirements. Analyses may include performance evaluation samples. All work is to be completed in accordance with the SOPs and any modifications specified by TDF.

Complete data packages are to be prepared according to Region 9 Laboratory SOPs, unless otherwise modified by TDF. The TM will provide procedures and electronic formats for other types of deliverables, which may include a results report with spreadsheet, with the TDF.

SOPs for sample preparation and analysis, reporting, and documentation are identified by SOP number and topic on the "R9Lab SOPs" database on the Region 9 local area network (LAN) "APPS1" server. Other organic methods, such as modifications to Contract Laboratory Program (CLP) methods, may also be requested.

**Deliverables:** Each sample analysis project assigned to the Contractor will require the submission of data reports. The standard reporting deliverables are: 1) complete data packages, 2) preliminary reports, or 3) analytical reports. The routine schedule for submittal of



deliverables is 30 days from receipt of the last sample in the SDG. Other types of reports and turnaround times may be requested in TDFs.

For cost estimating purposes, the Contractor should assume the following numbers of samples, similar to those analyzed historically, will be processed during the task order period of performance.

PERIOD OF PERFORMANCE	NUMBER OF SAMPLES
Base Period	2220
Option Period 1	2220
Option Period 2	2140
Option Period 3	2110
Option Period 4	2070
Award Term 1	2050
Award Term 2	2000

#### Area 1-2. Inorganic Analyses

The Contractor shall perform inorganic sample preparation and analysis using the analytical methods specified in SOPs. Samples will be identified in the TDF. The TDF will specify the site name and operable unit (if any), case number, number of samples, sample matrices, analyses and procedures, deliverables, and any non-routine requirements. Analyses may include performance evaluation samples. All work is to be completed in accordance with the SOPs and any modifications specified by TDF.

Complete data packages are to be prepared according to Region 9 Laboratory SOPs, unless otherwise modified by TDF. The TM will provide procedures and electronic formats for other types of deliverables, which may include a results report with spreadsheet, with the TDF.

SOPs for sample preparation and analysis, reporting, and documentation are identified by SOP number and topic on the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server. Other inorganic methods, such as modifications to CLP methods, may also be requested.

Deliverables: Each sample analysis project assigned to the Contractor will require the submission of data reports. The standard reporting deliverables are: 1) complete data packages, 2) preliminary reports, or 3) analytical reports. The routine schedule for submittal of deliverables is 30 days from receipt of the last sample in the SDG. Other types of reports and turnaround times may be requested in TDFs.

For cost estimating purposes, the Contractor should assume that the following numbers of samples, similar to those analyzed historically, will be processed during the task order period of performance.

PERIOD OF PERFORMANCE	NUMBER OF SAMPLES
Base Period	4970
Option Period 1	4970
Option Period 2	4760
Option Period 3	4710
Option Period 4	4620
Award Term 1	4570
Award Term 2	4470

### Area 1-3: Laboratory Support

The Contractor shall perform routine laboratory instrument and equipment maintenance, cleaning and preparation of glassware and equipment, preparation and shipping of quality assurance/quality control (QA/QC) samples, and sample custodial duties in support of task order (TO) activities. The Contractor shall clean labware at the Regional Laboratory according to SOPs. In addition, the Contractor shall maintain records of laboratory coat laundry exchanges and receipt of laundered laboratory coats.

The Contractor shall clean visitors' safety glasses, according to the following procedure: every Friday, pick up used safety glasses from the receptionist's area; clean any visible oily residue from the safety glasses, using a soft tissue; load glasses into the tray of the Lancer glassware washer and process them using Program #10; after the safety glasses have completely dried, place them individually into whirl-pack bags, seal, and return the clean glasses to the receptionist.

SOPs are identified by SOP number and topic on the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server.

Deliverables: Cleaned labware and safety glasses. Laboratory coat tracking records will be subject to inspection by the TM at any time.

### Area 1-4. Evaluation of New or Proposed Region 9 Laboratory Analytical Methods or Instrumentation and Development of Standard Operating Procedures

The Contractor may be required to evaluate new analytical methods and/or instrumentation for performance, adequacy of procedures or documentation, or other criteria as described in TDFs. The Contractor shall develop SOPs for new analytical procedures or instrumentation, upon issuance of TDFs. SOP 850 for the preparation and usage of SOPs shall be used and is accessible on the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server.

Deliverables: The Contractor shall submit to the TM a written report documenting the results of each method or instrument evaluation, or an SOP, as requested, according to the schedule specified in the TDF. Each time that the Contractor prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comment and approval before implementation. Following evaluation of a method

or instrument, the Contractor shall submit to the TM a written report documenting the results, according to the schedule specified in the TDF

## **Task 2. Field Analytical Services (FASP) at Superfund Sites**

The Contractor shall perform field quantitative analyses and other applicable support functions, including equipment maintenance and repair. The location of performance is at Superfund or Superfund-related sites, or at the Regional Laboratory. The major task areas are as follows:

Area 2-1. Organic and Inorganic Analyses and Field Measurements

Area 2-2. Applications Support (Development of Standard Operating Procedures and Evaluation of New or Proposed FASP Methods or Instrumentation)

### **Area 2-1. Organic and Inorganic Chemistry Analyses and Field Measurements**

The Contractor shall mobilize for field operations, collect field samples or receive samples collected by other EPA contractors or collaborators, and perform sample preparation and analysis or field measurements, utilizing the analytical methods specified in the SOPs for each parameter. Site- or project-specific requirements and samples will be identified to the Contractor by TDF. The TDF will specify the site name, approximate number of samples, sample matrices, analyses and procedures, anticipated dates of field operations and/or sample receipt, deliverables, and any non-routine requirements. Analyses may include performance evaluation samples. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. SOPs for sample preparation and analysis, reporting, and documentation are identified by SOP number and topic on the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server.

The Regional Laboratory will provide the vehicle for transporting equipment to a site, although on rare occasions vehicle rental by the Contractor may be necessary. The Contractor shall determine and report to the TM on the road-readiness of assigned vehicles in a timely manner to allow deployment for field projects within a reasonable amount of time (typically one to two weeks) after receiving a field analytical assignment.

**Deliverables:** Each sample analysis project assigned to the Contractor will require the submission of preliminary and final data reports, and a project summary at the end of the project, according to reporting requirements stated in the method SOPs and the schedules specified by TDF. The Contractor shall provide to the FASP TM a copy of all reports (not including raw data) described in Area 4-2, FASP Quality Assurance.

For cost estimating purposes, the Contractor should assume that one local ½-day field event will be performed during the task order period of performance.

### **Area 2-2. Applications Support (Development of Standard Operating Procedures and Evaluation of New or Proposed Methods or Instrumentation)**

The Contractor shall develop SOPs for new analytical procedures or instrumentation, upon issuance of a TDF identifying the SOP(s). SOP 850 for the preparation and usage of SOPs

shall be used and is available from the TM. The Contractor may also be required to evaluate new analytical methods and/or instrumentation for performance, adequacy of procedures or documentation, or other criteria, upon issuance of a TDF identifying the methods, instrumentation, or documentation.

Deliverables: Each time that the Contractor prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comment and approval before implementation. Following evaluation of a method or instrument, the Contractor shall submit to the TM a written report documenting the results, according to the schedule specified in the TDF.

### **Task 3. Region 9 Laboratory & FASP Health and Safety**

The major task areas are as follows:

Area 3-1. Laboratory & FASP Health & Safety

Area 3-2. Maintenance and Development of Standard Operating Procedures

#### **Area 3-1. Laboratory & FASP Health & Safety**

The Contractor shall perform routine laboratory health & safety activities pertaining to the Region 9 Laboratory and the FASP field activities. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The SOPs are identified by SOP number and topic in the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server.

In addition to the preceding activities, designated staff shall participate in the coordination of Region 9 Laboratory Safety, Health and Management System (SHMS) activities as directed by the TM and attend one 1-hour laboratory health and safety committee meeting per quarter.

Deliverables: As specified by SOPs and TDFs.

#### **Area 3-2. Maintenance and Development of Standard Operating Procedures**

The Contractor shall review and if necessary revise SOPs used for the performance of work in this Task, or develop SOPs, upon the issuance of a TDF identifying the SOP(s).

Deliverables: Each time that the Contractor revises a current SOP or prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments and approval prior to implementation.

### **Task 4. Region 9 Laboratory Environmental Compliance**

The major task areas are as follows:

Area 4-1. Laboratory & FASP Environmental Compliance Activities

Area 4-2. Maintenance and Development of Standard Operating Procedures

#### Area 4-1. Laboratory & FASP Environmental Compliance Activities

The Contractor shall perform routine laboratory environmental compliance activities pertaining to the Region 9 Laboratory and the FASP field activities. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The SOPs are identified by SOP number and topic in the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server.

In addition to the preceding activities, designated staff shall participate in the coordination of Region 9 Laboratory Environmental Management System (EMS) activities as directed by the TM and attend one 1-hour EMS Team meeting per quarter.

Deliverables: As specified by SOPs and TDFs.

#### Area 4-2. Maintenance and Development of Standard Operating Procedures

The Contractor shall review and if necessary revise SOPs used for the performance of work in this Task, or develop SOPs, upon the issuance of a TDF identifying the SOP(s).

Deliverables: Each time that the Contractor revises a current SOP or prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments and approval prior to implementation.

### **Task 5. Region 9 Laboratory Quality Assurance**

The Contractor shall implement the quality assurance and quality assurance reporting provisions in the Region 9 Laboratory Quality Assurance Plan which are applicable to the activities performed in this Task Order. The major task areas are as follows:

Area 5-1. On-Site Laboratory Quality Assurance

Area 5-2. FASP Quality Assurance

Area 5-3. Maintenance and Development of Standard Operating Procedures

#### Area 5-1. On-Site Laboratory Quality Assurance

The Contractor shall perform quality assurance tasks as established in the Region 9 Laboratory Quality Assurance Plan or as assigned by TDF, in support of the technical activities described in Task 1 (Laboratory Analyses at the Region 9 Laboratory). Routine QA/QC tasks shall include the establishment of analytical control limits, monitoring and evaluation of quality control data, review of logsheets on a daily (run logs) or weekly (standards preparation logs) basis, and internal system audits (walk-throughs) at a minimum of one technical area per month.

The Contractor shall perform method detection limit (MDL) studies for all new analytical procedures before beginning sample analyses. MDL studies shall be performed on an annual basis (or more frequently if major modifications to the analytical system are made or if required by the method or SOP) for each routinely analyzed matrix (water, solid, and/or tissue) for each

analytical instrument. The Contractor shall follow MDL procedures found in 40 CFR Part 136, Appendix A. Instrument detection limit (IDL) studies shall be performed for inorganic analyses on a quarterly basis according to the most recent CLP statement of work (SOW).

The Contractor shall perform initial and continuing demonstrations of analytical method performance according to National Environmental Laboratory Accreditation Conference (NELAC) Standards (<http://www.nelac-institute.org/standards.php>.) The Contractor shall analyze Performance Testing (PT) and Performance Evaluation (PE) samples supplied by the TM, as requested by TDF.

The Contractor shall investigate analytical problems and perform corrective action, at minimum as specified by the TM (who is the EPA Region 9 Laboratory QA Officer) in the Region 9 Laboratory Corrective Action database on the Region 9 LAN "APPS1" server. The Contractor shall respond to the TM concerning all items in the database which are related to ESAT operations, within one month after the item is entered into the database.

The Contractor shall provide new employee training and annual refresher training on technical and laboratory ethical practices. Documentation of the training shall be made available for review by the TM upon request at any time.

The Contractor shall monitor refrigerator and freezer temperatures and deionized water conductivity, and monitor thermometer readings against National Institute of Standards and Technology (NIST) reference thermometers, in accordance with SOPs.

All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The SOPs are identified by SOP number and topic on the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server.

#### Deliverables:

The Contractor shall submit a quarterly QA report to the TM, briefly describing SOPs written, reviewed, and/or revised; MDL and IDL studies and demonstrations of capability performed, along with a summary of results of these studies; performance evaluation sample analyses completed; corrective actions initiated; problems encountered; internal audits performed; and other QA-related issues addressed.

The Contractor shall submit to the TM the raw data documentation for MDL and IDL studies performed, demonstrations of capability, and PT/PE sample analyses. The Contractor shall include the TM on the distribution list for reports of systems audits and recommendations.

Upon resolution of each corrective action, the Contractor shall submit a corrective action report describing problems identified and actions taken.

#### Area 5-2. FASP Quality Assurance

The Contractor shall perform quality assurance tasks as established in the Region 9 Laboratory Quality Assurance Plan or as assigned by TDF, in support of the technical activities

described in Task 2 (FASP). Routine QA/QC tasks shall include the establishment of analytical control limits, monitoring and evaluation of quality control data, daily review of logsheets during analytical projects, and internal system audits (walk-throughs) at a minimum of one audit per year per field technique.

The Contractor shall perform MDL studies for all new analytical procedures before beginning sample analyses. MDL studies shall be performed on an annual basis (or more frequently if major modifications to the analytical system are made or if required by the method or SOP) for each routinely analyzed matrix (water, solid, and/or tissue) for each analytical instrument. The Contractor shall follow MDL procedures found in 40 CFR Part 136, Appendix A. Instrument detection limit studies shall be performed for inorganic analyses according to the most recent CLP SOW, prior to one field project per quarter or once per quarter.

The Contractor shall perform initial and continuing demonstrations of analytical method performance according to NELAC Standards. The Contractor shall perform project-specific PE sample analyses following technical direction from the TM.

The Contractor shall investigate analytical problems and perform corrective action, at minimum as specified by the TM (who is the EPA Region 9 Laboratory QA Officer) in the Region 9 Laboratory Corrective Action database on the Region 9 LAN "APPS1" server. The Contractor shall respond to the TM concerning all items in the database which are related to ESAT operations, within one month after the item is entered into the database. The Contractor shall follow SOP 820, Laboratory Discrepancy and Corrective Action Reporting Procedure.

#### Deliverables:

After each field assignment, the Contractor shall submit a QA report to the TM describing the QA activities performed to prepare for field operations, any unanticipated QA actions performed, and any equipment-related issues which might have affected the quality of the data. The report shall be provided to the TM concurrent with submittal of the first data package for the project to the FASP TM.

The Contractor shall include in the Task 4 QA quarterly report a brief description of SOPs written, reviewed, and/or revised; MDL and IDL studies and method performance demonstrations, along with a summary of results of these studies; performance evaluation sample analyses completed; corrective actions initiated; problems encountered; internal audits performed; and other QA-related issues addressed.

The Contractor shall submit to the TM the raw data documentation for MDL and IDL studies performed, project-specific PE sample analyses, and performance demonstrations. The Contractor shall include the TM on the distribution list for reports of systems audits and recommendations.

Upon resolution of each corrective action, the Contractor shall submit a corrective action report describing problems identified and actions taken.



The Contractor shall provide to the FASP TM a copy of all reports (not including raw data) described herein.

#### Area 5-3. Maintenance and Development of Standard Operating Procedures (SOPs)

The Contractor shall review SOPs used for the performance of work in Tasks 1 and 2 and this Task on an annual basis, discuss needed revisions with the TM, and revise SOPs upon receipt of TDFs. The Contractor shall develop SOPs for new quality assurance activities upon receipt of TDFs. (The development of SOPs for new analytical procedures or instrumentation is addressed in Tasks 1 and 2.) SOP 850 for the preparation and usage of SOPs shall be used.

Deliverables: Each time that the Contractor revises a current SOP or prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments or approval prior to implementation.

#### **Task 6. Data Review**

The Contractor shall perform tiered data review. The major task areas are as follows:

Area 6-1. Data Review

Area 6-2. Maintenance and Development of Standard Operating Procedures

##### Area 6-1. Data Review

The Contractor shall perform tiered technical review utilizing manual and automated methods, according to Agency guidance (<http://www.epa.gov/superfund/programs/clp/guidance.htm>) and tiered-review direction by the TM, on data submitted by CLP laboratories, EPA staff at the Regional Laboratory, Regional contract laboratories, laboratories sub-contracted by other EPA contractors, or Potentially Responsible Party (PRP) laboratories. Data packages for review will be identified to the Contractor by TDF. The TDF will specify the site name, case and SDG numbers, laboratory name, the tier(s) of review and any non-routine requirements and explanations. All work is to be completed in accordance with the TDF.

Data review shall follow a standard process with variations according to the type of laboratory. Upon receipt of a data package, the Contractor shall perform a cursory completeness review. When supplementary technical information is required to complete a data validation report, the Contractor shall submit a communication record log (“CRL”) identifying the case and SDG numbers, laboratory contact name and email address (from the data package), the information needed, and request for a laboratory response to be sent to ESAT within 7 days.

The following CRL procedure shall be adhered to:

CLP Data. The Contractor shall email the CRL to the Region 9 CLP-PO and the TM, and upon CLP-PO concurrence, email the CRL to the laboratory. If no response is received within 7 days of the fax, the Contractor shall re-email the CRL to the laboratory once only. The Contractor shall email an updated CRL status list to the TM, with a copy to the CLP PO, whenever a CRL event occurs,



up to one update per week. The CRLs shall be categorized as follows: 1) CRLs which affect data quality (i. e., cause data to be qualified if no laboratory response is received) and 2) other CRLs (e.g., requests for missing documentation, which do not obstruct the report); and shall indicate the dates emailed.

Non-CLP Data. The Contractor shall email the CRL information to the TM.

Deliverables: For each data review assigned, the Contractor will submit standard reporting deliverables including Tier 1, 2, or 3 data review/validation reports containing data spreadsheets (Tier 1, 2, or 3 “Table 1As”), in hardcopy and emailed electronic format, and a copy of the completed and signed ESAT review checklist and peer review checklist. The specific type of deliverable and format will be specified in TDFs, as will the schedule for submission of reports. Turnaround times will generally be specified in the following ranges, in number of days after issuance of the TDF:

Tier 1A Review Report	7 days
Tier 2 Report	7-24 days
Tier 3 Report	20-24 days

#### Area 6-2. Maintenance and Development of Standard Operating Procedures

The Contractor shall develop, review and if necessary revise SOPs used for the performance of work in this Task, upon receipt of a TDF identifying the SOP(s).

Deliverables: each time that the Contractor prepares a new SOP or revises a current SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments and approval before implementation.

### **Task 7. Task Management and Quality Assurance**

The major task areas are as follows:

- Area 7-1. Management and Administration
- Area 7-2. Reports and Meetings

#### Area 7-1. Management and Administration

The Contractor shall submit to the Contracting Officer a workplan and cost proposal identifying the blend of personnel and the other direct costs by task, rationale for any deviation from Target Task Rates, and work assumptions, in accordance with Contract §B.2, Fixed Rates for Services, §B.4, ESAT Target Task Rate, and Contract Attachment 5, Task Matrix. During the performance period the Government may adjust the workload estimate, whereupon the Contractor shall submit a revised cost estimate for approval.

The Contractor shall provide appropriate technical and administrative management in the performance of the TO, including oversight of the timeliness and quality of deliverables, efficiency of work processes, cost effectiveness, and maintenance of records and files. The Contractor shall carry out staff recruitment and hiring to supply the requisite specific technical expertise, and ensure that staff are trained and proficient on the contract technical requirements, contract and laboratory ethics, and health and safety procedures. The Contractor shall implement a health and safety program which is adequate to ensure the occupational safety of its employees.

All site-specific or project-specific technical direction (TDFs) will be posted electronically in a TDF database located on the Region 9 LAN. The Contractor shall access the database daily to retrieve TDFs.

The Contractor shall maintain current and inactive ESAT records accrued throughout the contract period, showing cost and site information, for eventual disposition to the Federal Records Center. The Contractor shall provide data and information regarding costs, site specific accounting and other issues in order to respond to contract reviews and cost recovery requests as needed.

#### Area 7-2. Reports and Meetings

The Contractor shall prepare and submit all periodic reports specified in Contract §F.3, Region 9 ESAT Contract Reporting Requirements, and Contract Attachment 3, Incurred Average Task Rate Report, in hardcopy and electronic format.

**Monthly Financial Report.** The Monthly Incurred Average Task Rate Report shall be submitted in Excel spreadsheet format. All ODC and travel charges shall be itemized and justified, including the type of expense, purpose, item and quantity. Travel costs shall be supported by a travel itinerary including the number of travel days and number of lodging days, and duty location and per diem rate for each travel day. Copies of receipts for expenses shall be provided by the Contractor upon request by the TM, PO, or CO within 5 working days (excluding holidays and weekends) of the request.

For each TO task, the Contractor shall provide an unloaded cost report to the TM, consisting of the labor hours, ODCs, and travel charges incurred within the report period and cumulative over the TO period of performance, total and broken out by TDF and non-TDF activity. ODC and travel charges shall be itemized and justified.

**Weekly Status Report.** At the discretion of individual TMs, the Contractor shall submit a weekly status report or spreadsheet covering the activities of the calendar week. At a minimum, the weekly status report shall include a listing of the site- or project-specific activities in progress and completed, and their due dates. The report format and content and submittal schedule shall be designed by the Contractor, and subject to revision by the TM.

The Contractor task leads and/or the Program Manager shall participate in regular meetings or as needed with individual TMs, regarding the status of activities and any problems or observations. The Program Manager shall meet with the PO approximately weekly regarding overall contract activities and administrative issues, and significant technical issues.

Monthly Voucher. The Contractor shall provide an advance copy of the public voucher to the PO. The Site-Specific Detail Attachment shall be prepared according to the contract “Site-Specific Invoicing Requirements” (1998, <http://intranet.epa.gov/ocfo/finservices/sfsite.pdf> ) and shall be provided to the PO in Excel format electronically (e-mail) and hardcopy.

Quality Assurance Reports. The contractor shall provide copies of any quality assurance audit reports which include the findings and associated corrective actions, to the PO and appropriate TM.

SOPs. All ESAT SOPs developed to support the work and/or services performed under this contract shall be provided to the CO, PO, or TM upon request, in hardcopy and electronic versions. All SOPs which support the work and/or services performed under this contract become the property of the Environmental Protection Agency. Any or all of the SOPs as described above, shall be provided by the Contractor for inspection or review.

The following additional terms and conditions are requirements of this task order:

#### **CONTRACTING OFFICER’S REPRESENTATIVES**

The individuals listed below are authorized representatives of the Contracting Officer for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as described in the contract clauses Technical Direction (EPAAR 1552.237-71) and Authorized Representative of the Contract-Level COR (EPA-G-42-102).

TASK#	DESCRIPTION	Task Manager
1	Organic and Inorganic Laboratory Analyses at the Region 9 Laboratory	Rich Bauer (Alternate TO COR)
2	Field Analytical Services (FASP) at Superfund Sites	Greg Nagle
3	Region 9 Laboratory Health and Safety	Barbara Bates
4	Region 9 Laboratory Environmental Compliance	Chris Cagurangan
5	Region 9 Laboratory Quality Assurance	Lucrina Jones
6	Data Review	Rose Fong
7	Task Order Management and Quality Assurance	Rose Fong (TO COR)

#### **OPTION PERIODS / AWARD TERMS**

This task order contains option periods and award terms that the Government may exercise via unilateral task order modification by providing written notification to the contractor of its intent to exercise the option period or award term at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option or award term. If the Government fails to provide written notice within that time, the Government may exercise the option or award term via bilateral task order modification. Task order option periods and award terms may only be exercised within the effective period of the

contract. If a contract-level option period or award term is not exercised, task order option periods and award terms may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods and award terms is:

Base Period	August 1, 2013 – July 31, 2014
Option Period 1	August 1, 2014 – July 31, 2015
Option Period 2	August 1, 2015 – July 31, 2016
Option Period 3	August 1, 2016 – July 31, 2017
Option Period 4	August 1, 2017 – July 31, 2018
Award Term 1	August 1, 2018 – July 31, 2019
Award Term 2	August 1, 2019 – July 31, 2020

## **TRAVEL**

Performance under this task order may require travel. The contractor shall submit requests for travel in accordance with the contract clause Approval of Contractor Travel (EPA-H-31-104). Approval of task order proposals that include travel as a materials cost shall not be construed to mean the travel is approved. Separate approval for contractor travel shall be obtained from the Contract-Level COR.

## **TRAINING**

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The contractor shall submit requests for such training in accordance with the contract clause Approval of Training (EPA-H-31-105). Approval of task order proposals that include training as a materials cost shall not be construed to mean the training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR.

EP-W-13-029 TASK ORDER 0101 - MODIFICATIONS SUMMARY

Mod #	Reason For Modification	Status	Award Date	Obligation
P00032	Exercise an Option	Released	6/4/2018	\$0.00
P00031	Funding Only Action	Released	5/30/2018	\$300,000.00
P00029	Funding Only Action	Released	1/18/2018	\$300,000.00
P00028	Funding Only Action	Released	11/16/2017	\$0.00
P00027	Other Administrative Action	Released	11/3/2017	\$600,000.00
BASE		Released	7/31/2013	\$150,000.00
030	Funding Only Action	Released	3/19/2018	\$300,000.00
026	Funding Only Action	Released	8/23/2017	\$144,095.00
025	Exercise an Option	Released	7/20/2017	\$0.00
024	Funding Only Action	Released	6/1/2017	\$362,509.06
023	Funding Only Action	Released	2/17/2017	\$314,162.00
022	Funding Only Action	Released	10/18/2016	\$217,000.00
021	Supplemental Agreement for work within scope	Released	9/20/2016	\$0.00
020	Exercise an Option	Released	7/28/2016	\$1,087,866.00
019	Funding Only Action	Released	5/9/2016	\$300,000.00
018	Funding Only Action	Released	3/23/2016	\$250,000.00
017	Funding Only Action	Released	12/15/2015	\$250,000.00
016	Funding Only Action	Released	12/7/2015	\$400,000.00
015	Funding Only Action	Released	11/6/2015	\$0.00
014	Funding Only Action	Released	9/4/2015	\$141,929.99
013	Exercise an Option	Released	7/29/2015	\$404,610.29
012	Funding Only Action	Released	7/7/2015	\$206,580.71
011	Supplemental Agreement for work within scope	Released	7/1/2015	\$0.00
010	Funding Only Action	Released	11/18/2014	\$140,000.00
009	Funding Only Action	Released	9/29/2014	\$0.00
008	Funding Only Action	Released	9/24/2014	\$632,310.00

007	Exercise an Option	Released	7/29/2014	\$767,295.33
006	Funding Only Action	Released	6/9/2014	\$76,822.02
005	Change Order	Released	6/3/2014	\$11,158.98
004	Funding Only Action	Released	1/16/2014	\$186,309.65
003	Funding Only Action	Released	9/25/2013	\$200,745.00
002	Funding Only Action	Released	9/12/2013	\$725,592.36
001	Funding Only Action	Released	8/14/2013	\$452,600.99

**Total Amount without Options**

\$4,226,738.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$150,000.00  
\$0.00  
\$0.00  
\$2,121,781.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$2,071,441.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$2,007,890.00  
\$0.00  
\$45,390.00  
\$0.00  
\$0.00  
\$0.00

**Total Amount**

\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$150,000.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$223,438.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$0.00  
\$1,018,404.00  
\$0.00  
\$0.00  
\$0.00

\$1,770,195.00	\$0.00
\$0.00	\$0.00
\$87,981.00	\$87,981.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$1,565,248.00	\$12,566,841.00



# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 14

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/31/2013		2. CONTRACT NO. (If any) EP-W-13-029		6. SHIP TO: a. NAME OF CONSIGNEE R9 RICHMOND	
3. ORDER NO. 0102		4. REQUISITION/REFERENCE NO. PR-R9-13-00509			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Region 9 Laboratory 1337 South 46th Street Bldg 201 Mail Code:	
				c. CITY Richmond	e. ZIP CODE 94804
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9300 LEE HIGHWAY				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220316050		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination	
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION Destination	b. ACCEPTANCE Destination				

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 072648579 This task order is placed with a funding ceiling and a task order ceiling of \$20,000.00. The contractor is authorized to being work under the Task Order 102 SOW. TOPO: Rose Fong Max Expire Date: 07/31/2020 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$20,000.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$20,000.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711		17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Elizabeth Fuller  
TITLE: CONTRACTING/ORDERING OFFICER

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/31/2013	CONTRACT NO. EP-W-13-029	ORDER NO. 0102
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Period of Performance: 08/01/2013 to 07/31/2014 Base Period				20,000.00	
0002	Accounting Info: 13-14-B-09H-ZZZGF2-2505---1309HLP511-0 01 BFY: 13 EFY: 14 Fund: B Budget Org: 09H Program (PRC): ZZZGF2 Budget (BOC): 2505 DCN - Line ID: 1309HLP511-001 Funding Flag: Complete Funded: \$20,000.00 August 1, 2013 - July 31, 2014 Option Period 1 (Option Line Item) 07/31/2014				0.00	
0003	August 1, 2014 - July 31, 2015 Option Period 2 (Option Line Item) 07/31/2015				0.00	
0004	August 1, 2015 - July 31, 2016 Option Period 3 (Option Line Item) 07/31/2016				0.00	
0005	August 1, 2016 - July 31, 2017 Option Period 4 (Option Line Item) Continued ...				0.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$20,000.00

# ORDER FOR SUPPLIES OR SERVICES

## SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 07/31/2013	CONTRACT NO. EP-W-13-029	ORDER NO. 0102
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	07/31/2017					
	August 1, 2017 - July 31, 2018					
0006	Award Term 1 (Option Line Item) 07/31/2018				0.00	
	August 1, 2018 - July 31, 2019					
0007	Award Term 2 (Option Line Item) 07/31/2019				0.00	
	August 1, 2019 - July 31, 2020					
	The obligated amount of award: \$20,000.00. The total for this award is shown in box 17(i).					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**ENVIRONMENTAL SERVICES ASSISTANCE TEAM (ESAT)**  
**Region 9 (Contract#EP-W-13-029)**  
**ICF International**  
**Task Order 102: Non-Superfund Analytical Support**  
Performance Period: 8/1/13 to 7/31/20

**Purpose**

The Contractor shall provide analytical and laboratory support to the Region 9 Laboratory, for activities under Regional programs except Superfund. The Contractor shall provide analytical and laboratory support for the Lead Performance Evaluation Program (Pb-PEP) of the Headquarters Office of Air Quality Planning and Standards (OAQPS; <http://www.epa.gov/ttn/amtic/pb-monitoring.html>), and for activities under the Office of Homeland Security. The Contractor shall perform work according to the following Tasks and in response to technical direction from the Task Manager (TM) designated for the respective Task.

**Task 1. Organic and Inorganic Laboratory Analyses at the Region 9 Laboratory**

This task is performed at the Region 9 Laboratory. The major performance areas are as follows.

- Area 1-1. Organic Analyses
- Area 1-2. Inorganic Analyses
- Area 1-3. Laboratory Support
- Area 1-4. Evaluation of New or Proposed Region 9 Laboratory Methods or Instrumentation and Development of Standard Operating Procedures

**Area 1-1. Organic Chemistry Analyses**

The Contractor shall perform organic sample preparation and analysis using the analytical methods specified in Standard Operating Procedures (SOPs). Samples will be identified to the Contractor by Technical Direction Form (TDF). The TDF will specify the site name, site operable unit (if any), case number, number of samples, sample matrices, analyses and procedures, deliverables, and any non-routine requirements. Analyses may include performance evaluation samples. All work is to be completed in accordance with the SOPs and any modifications specified by TDF.

Complete data packages are to be prepared according to Region 9 Laboratory SOPs, unless otherwise modified by TDF. The TM will provide procedures and electronic formats for other types of deliverables, which may include a results report with spreadsheet, with the TDF.

SOPs for sample preparation and analysis, reporting, and documentation are identified by SOP number and topic on the "R9Lab SOPs" database on the Region 9 LAN "APPS1" server. Other organic methods, such as modifications to Contract Laboratory Program (CLP) methods, may also be requested.

**Deliverables:** Each sample analysis project assigned to the Contractor will require the submission of data reports. The standard reporting deliverables are: 1) complete data packages,

2) preliminary reports, or 3) analytical reports. The routine schedule for submittal of deliverables is 30 days from receipt of the last sample in the SDG. Other types of reports and turnaround times may be requested in TDFs.

For cost estimating purposes, the Contractor should assume that 350 samples, similar to those analyzed historically, will be processed during the period of performance for each year, option year, and award term year.

#### Area 1-2. Inorganic Analyses

The Contractor shall perform inorganic sample preparation and analysis using the analytical methods specified in SOPs. Samples will be identified in the TDF. The TDF will specify the site name and operable unit (if any), case number, number of samples, sample matrices, analyses and procedures, deliverables, and any non-routine requirements. Analyses may include performance evaluation samples. All work is to be completed in accordance with the SOPs and any modifications specified by TDF.

Complete data packages are to be prepared according to Region 9 Laboratory SOPs, unless otherwise modified by TDF. The TM will provide procedures and electronic formats for other types of deliverables, which may include a results report with spreadsheet, with the TDF.

SOPs for sample preparation and analysis, reporting, and documentation are identified by SOP number and topic on the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server. Other inorganic methods, such as modifications to CLP methods, may also be requested.

Deliverables: Each sample analysis project assigned to the Contractor will require the submission of data reports. The standard reporting deliverables are: 1) complete data packages, 2) preliminary reports, or 3) analytical reports. The routine schedule for submittal of deliverables is 30 days from receipt of the last sample in the SDG. Other types of reports and turnaround times may be requested in TDFs.

For cost estimating purposes, the Contractor should assume that 1000 samples, similar to those analyzed historically, will be processed during the period of performance for each year, option year, and award term year.

#### Area 1-3: Laboratory Support

The Contractor shall perform routine laboratory instrument and equipment maintenance, cleaning and preparation of glassware and equipment, preparation and shipping of Quality Assurance/Quality Control (QA/QC) samples, and sample custodial duties in support of TO activities. The Contractor shall clean labware at the Regional Laboratory according to SOPs. In addition, the Contractor shall maintain records of laboratory coat laundry exchanges and receipt of laundered laboratory coats.

The Contractor shall clean visitors' safety glasses, according to the following procedure: every Friday, pick up used safety glasses from the receptionist's area; clean any visible oily

residue from the safety glasses, using a soft tissue; load glasses into the tray of the Lancer glassware washer and process them using Program #10; after the safety glasses have completely dried, place them individually into whirl-pack bags, seal, and return the clean glasses to the receptionist.

SOPs are identified by SOP number and topic in the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server.

Deliverables: Cleaned labware and safety glasses. Laboratory coat tracking records will be subject to inspection by the TM at any time.

#### Area 1-4. Evaluation of New or Proposed Region 9 Laboratory Analytical Methods or Instrumentation and Development of Standard Operating Procedures

The Contractor may be required to evaluate new analytical methods and/or instrumentation for performance, adequacy of procedures or documentation, or other criteria as described in TDFs. The Contractor shall develop SOPs for new analytical procedures or instrumentation, upon issuance of TDFs. SOP 850 for the preparation and usage of SOPs shall be used.

Deliverables: The Contractor shall submit to the TM a written report documenting the results of each method or instrument evaluation, or an SOP, as requested, according to the schedule specified in the TDF.

### **Task 2. Field Analytical Services (FASP)**

The Contractor shall perform field quantitative analyses and other applicable support functions, including equipment maintenance and repair. The location of performance is at site locations, or on-site for maintenance and support operations. The major task areas are as follows:

Area 2-1. Organic and Inorganic Analyses and Field Measurements

Area 2-2. Applications Support (Development of Standard Operating Procedures and Evaluation of New or Proposed FASP Methods or Instrumentation)

#### Area 2-1. Organic and Inorganic Chemistry Analyses and Field Measurements

The Contractor shall mobilize for field operations, collect field samples or receive samples collected by other EPA contractors or collaborators, and perform sample preparation and analysis or field measurements, utilizing the analytical methods specified in the SOPs for each parameter. Site- or project-specific requirements and samples will be identified to the Contractor by TDF. The TDF will specify the site name, approximate number of samples, sample matrices, analyses and procedures, anticipated dates of field operations and/or sample receipt, deliverables, and any non-routine requirements. Analyses may include performance evaluation samples. All work is to be completed in accordance with the SOPs and any

modifications specified by TDF. SOPs for sample preparation and analysis, reporting, and documentation are identified by SOP number and topic in the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server.

The Regional Laboratory will provide the vehicle for transporting equipment to a site, although on rare occasions vehicle rental by the Contractor may be necessary. The Contractor shall determine and report to the TM on the road-readiness of assigned vehicles in a timely manner to allow deployment for field projects within a reasonable amount of time (typically one to two weeks) after receiving a field analytical assignment.

Deliverables: Each sample analysis project assigned to the Contractor will require the submission of preliminary and final data reports, and a project summary at the end of the project, according to reporting requirements stated in the method SOPs and the schedules specified by TDF. The Contractor shall provide to the FASP TM a copy of all reports (not including raw data) described in Area 4-2, FASP Quality Assurance.

For cost estimating purposes, the Contractor should assume that one local ½-day field event will be performed during the task order period of performance.

#### Area 2-2. Applications Support (Development of Standard Operating Procedures and Evaluation of New or Proposed Methods or Instrumentation)

The Contractor shall develop SOPs for new analytical procedures or instrumentation, upon issuance of a TDF identifying the SOP(s). SOP 850 for the preparation and usage of SOPs shall be used. The Contractor may also be required to evaluate new analytical methods and/or instrumentation for performance, adequacy of procedures or documentation, or other criteria upon issuance of a TDF identifying the methods, instrumentation, or documentation.

Deliverables: Each time that the Contractor prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comment and approval before implementation. Following evaluation of a method or instrument, the Contractor shall submit to the TM a written report documenting the results, according to the schedule specified in the TDF.

### **Task 3. Region 9 Laboratory Health and Safety**

The major task areas are as follows:

Area 3-1. Laboratory & FASP Health & Safety and Activities

Area 3-2. Maintenance and Development of Standard Operating Procedures

#### Area 3-1. Laboratory & FASP Health & Safety Activities

The Contractor shall perform routine laboratory health & safety activities pertaining to the Region 9 Laboratory and field analytical activities. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The SOPs are identified by SOP number and topic in the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server.

In addition to the preceding activities, designated staff shall participate in the coordination of Region 9 Laboratory Safety, Health and Management System (SHMS) activities as directed by the TM and attend one 1-hour laboratory health and safety committee meeting per quarter.

Deliverables: As specified by SOPs and TDFs.

#### Area 3-2. Maintenance and Development of Standard Operating Procedures

The Contractor shall review and if necessary revise SOPs used for the performance of work in this Task, or develop SOPs, upon the issuance of a TDF identifying the SOP(s).

Deliverables: each time that the Contractor revises a current SOP or prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments and approval prior to implementation.

### **Task 4. Region 9 Laboratory Environmental Compliance**

The major task areas are as follows:

Area 4-1. Laboratory & FASP Environmental Compliance Activities

Area 4-2. Maintenance and Development of Standard Operating Procedures

#### Area 4-1. Laboratory & FASP Environmental Compliance Activities

The Contractor shall perform routine environmental compliance activities pertaining to the Region 9 Laboratory and field analytical activities. All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The SOPs are identified by SOP number and topic in the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server.

In addition to the preceding activities, designated staff shall participate in the coordination of Region 9 Laboratory Environmental Management System (EMS) activities as directed by the TM and attend one 1-hour EMS Team meeting per quarter.

Deliverables: As specified by SOPs and TDFs.

#### Area 4-2. Maintenance and Development of Standard Operating Procedures

The Contractor shall review and if necessary revise SOPs used for the performance of work in this Task, or develop SOPs, upon the issuance of a TDF identifying the SOP(s).

Deliverables: each time that the Contractor revises a current SOP or prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments and approval prior to implementation.



## **Task 5. Region 9 Laboratory Quality Assurance**

The Contractor shall implement the quality assurance and quality assurance reporting provisions in the Region 9 Laboratory Quality Assurance Plan which are applicable to the activities performed in this Task Order. The major task areas are as follows:

Area 5-1. On-Site Laboratory Quality Assurance

Area 5-2. FASP Quality Assurance

Area 5-3. Maintenance and Development of Standard Operating Procedures

### **Area 5-1. On-Site Laboratory Quality Assurance**

The Contractor shall perform quality assurance tasks as established in the Region 9 Laboratory Quality Assurance Plan or as assigned by TDF, in support of the technical activities described in Task 1 (Laboratory Analyses at the Region 9 Laboratory). Routine QA/QC tasks shall include the establishment of analytical control limits, monitoring and evaluation of quality control data, review of logsheets on a daily (run logs) or weekly (standards preparation logs) basis, and internal system audits (walk-throughs) at a minimum of one technical area per month.

The Contractor shall perform method detection limit (MDL) studies for all new analytical procedures before beginning sample analyses. MDL studies shall be performed on an annual basis (or more frequently if major modifications to the analytical system are made or if required by the method or SOP) for each routinely analyzed matrix (water, solid, and/or tissue) for each analytical instrument. The Contractor shall follow MDL procedures found in 40 CFR Part 136, Appendix A. Instrument detection limit (IDL) studies shall be performed for inorganic analyses on a quarterly basis according to the most recent CLP SOW.

The Contractor shall perform initial and continuing demonstrations of analytical method performance according to National Environmental Laboratory Accreditation Conference (NELAC) Standards (<http://www.nelac-institute.org/standards.php>.) The Contractor shall analyze Performance Testing (PT) and Performance Evaluation (PE) samples supplied by the TM, as requested by TDF.

The Contractor shall investigate analytical problems and perform corrective action, at minimum as specified by the TM (who is the EPA Region 9 Laboratory QA Officer) in the Region 9 Laboratory Corrective Action database on the Region 9 LAN "APPS1" server. The Contractor shall respond to the TM concerning all items in the database which are related to ESAT operations, within one month after the item is entered into the database.

The Contractor shall provide new employee training and annual refresher training on technical and laboratory ethical practices. Documentation of the training shall be made available for review by the TM upon request at any time.

The Contractor shall monitor refrigerator and freezer temperatures and deionized water conductivity, and monitor thermometer readings against NIST reference thermometers, in accordance with SOPs.

All work is to be completed in accordance with the SOPs and any modifications specified by TDF. The SOPs are identified by SOP number and topic in the “R9Lab SOPs” database on the Region 9 LAN “APPS1” server.

#### Deliverables:

The Contractor shall submit a quarterly QA report to the TM, briefly describing SOPs written, reviewed, and/or revised; MDL and IDL studies and demonstrations of capability performed, along with a summary of results of these studies; performance evaluation sample analyses completed; corrective actions initiated; problems encountered; internal audits performed; and other QA-related issues addressed.

The Contractor shall submit to the TM the raw data documentation for MDL and IDL studies performed, demonstrations of capability, and PT/PE sample analyses. The Contractor shall include the TM on the distribution list for reports of systems audits and recommendations.

Upon resolution of each corrective action, the Contractor shall submit a corrective action report describing problems identified and actions taken.

#### Area 5-2. FASP Quality Assurance

The Contractor shall perform quality assurance tasks as established in the Region 9 Laboratory Quality Assurance Plan or as assigned by TDF, in support of the technical activities described in Task 2 (FASP). Routine QA/QC tasks shall include the establishment of analytical control limits, monitoring and evaluation of quality control data, daily review of logsheets during analytical projects, and internal system audits (walk-throughs) at a minimum of one audit per year per field technique.

The Contractor shall perform MDL studies for all new analytical procedures before beginning sample analyses. MDL studies shall be performed on an annual basis (or more frequently if major modifications to the analytical system are made or if required by the method or SOP) for each routinely analyzed matrix (water, solid, and/or tissue) for each analytical instrument. The Contractor shall follow MDL procedures found in 40 CFR Part 136, Appendix A. Instrument detection limit studies shall be performed for inorganic analyses according to the most recent CLP SOW, prior to one field project per quarter or once per quarter.

The Contractor shall perform initial and continuing demonstrations of analytical method performance according to NELAC Standards. The Contractor shall perform project-specific PE sample analyses following technical direction from the TM.

The Contractor shall investigate analytical problems and perform corrective action, at minimum as specified by the TM (who is the EPA Region 9 Laboratory QA Officer) in the Region 9 Laboratory Corrective Action database on the Region 9 LAN “APPS1” server. The Contractor shall respond to the TM concerning all items in the database which are related to ESAT operations, within one month after the item is entered into the database. The Contractor shall follow SOP 820, Laboratory Discrepancy and Corrective Action Reporting Procedure.

### Deliverables:

After each field assignment, the Contractor shall submit a QA report to the TM describing the QA activities performed to prepare for field operations, any unanticipated QA actions performed, and any equipment-related issues which might have affected the quality of the data. The report shall be provided to the TM concurrent with submittal of the first data package for the project to the FASP TM.

The Contractor shall include in the Task 4 QA quarterly report a brief description of SOPs written, reviewed, and/or revised; MDL and IDL studies and method performance demonstrations, along with a summary of results of these studies; performance evaluation sample analyses completed; corrective actions initiated; problems encountered; internal audits performed; and other QA-related issues addressed.

The Contractor shall submit to the TM the raw data documentation for MDL and IDL studies performed, project-specific PE sample analyses, and performance demonstrations. The Contractor shall include the TM on the distribution list for reports of systems audits and recommendations.

Upon resolution of each corrective action, the Contractor shall submit a corrective action report describing problems identified and actions taken.

The Contractor shall provide to the FASP (Task 2) TM a copy of all reports (not including raw data) described herein.

### Area 5-3. Maintenance and Development of Standard Operating Procedures (SOPs)

The Contractor shall review SOPs used for the performance of work in Tasks 1 and 2 and this Task on an annual basis, discuss needed revisions with the TM, and revise SOPs upon receipt of TDFs. The Contractor shall develop SOPs for new quality assurance activities upon receipt of TDFs. (The development of SOPs for new analytical procedures or instrumentation is addressed in Tasks 1 and 2.) SOP 850 for the preparation and usage of SOPs shall be used.

Deliverables: Each time that the Contractor revises a current SOP or prepares a new SOP, a hard copy and an electronic copy of the revision shall be submitted to the TM, according to the schedule stated in the TDF, for comments or approval prior to implementation.

### **Task 6. Task Order Management and Quality Assurance**

The major task areas are as follows:

Area 6-1. Management and Administration

Area 6-2. Reports and Meetings

#### Area 6-1. Management and Administration

The Contractor shall submit to the Contracting Officer a workplan and cost proposal identifying the blend of personnel and the other direct costs by task, rationale for deviation from Target Task Rates, and work assumptions, in accordance with Contract §B.2, Fixed Rates for Services, §B.4, ESAT Target Task Rate, and Contract Attachment 5, Task Matrix. During the performance period the Government may adjust the workload estimate, whereupon the Contractor shall submit a revised cost estimate for approval.

The Contractor shall provide appropriate technical and administrative management in the performance of the TO, including oversight of the timeliness and quality of deliverables, efficiency of work processes, cost effectiveness, and maintenance of records and files. The Contractor shall carry out staff recruitment and hiring to supply the requisite specific technical expertise, and ensure that staff are trained and proficient on the contract technical requirements, contract and laboratory ethics, and health and safety procedures. The Contractor shall implement a health and safety program which is adequate to ensure the occupational safety of its employees.

All site-specific or project-specific technical direction (TDFs) will be posted electronically in a TDF database located on the Region 9 LAN. The Contractor shall access the database daily to retrieve TDFs.

The Contractor shall maintain current and inactive ESAT records accrued throughout the contract period, showing cost and site information, for eventual disposition to the Federal Records Center. The Contractor shall provide data and information regarding costs, site specific accounting and other issues in order to respond to contract reviews and cost recovery requests as needed.

#### Area 6-2. Reports and Meetings

The Contractor shall prepare and submit all periodic reports specified in the contract reporting requirements, and the Incurred Average Task Rate Report, in hardcopy and electronic format.

**Monthly Financial Report.** The Monthly Incurred Average Task Rate Report shall be submitted in Excel spreadsheet format. All ODC and travel charges shall be itemized and justified, including the type of expense, purpose, item and quantity. Travel costs shall be supported by a travel itinerary including the number of travel days and number of lodging days, and duty location and per diem rate for each travel day. Copies of receipts for expenses shall be provided by the Contractor upon request by the TM, PO, or CO within 5 working days (excluding holidays and weekends) of the request.

For each TO task, the Contractor shall provide an unloaded cost report to the TM, consisting of the labor hours, ODCs, and travel charges incurred within the report period and cumulative over the TO period of performance, total and broken out by TDFs and non-TDF activities. ODC and travel charges shall be itemized and justified.

**Monthly Site Specific Listing Report.** A non-Superfund site-specific or project-specific listing report shall be provided, including the following information by buy-in program (RCRA, Drinking Water, etc.) and by Task in the TO: the site name, current monthly cost, and cumulative

cost for the Ordering Period. A cost accounting summary shall be included which provides the total program buy-in cost for the month reported and the cumulative cost for the Ordering Period.

**Weekly Status Report.** At the discretion of individual TMs, the Contractor shall submit a weekly status report or spreadsheet covering the activities of the calendar week. At a minimum, the weekly status report shall include a listing of the site- or project-specific activities in progress and completed, and their due dates. The report format and content and submittal schedule shall be designed by the Contractor and subject to revision by the TM.

The Contractor task leads and/or the Program Manager shall participate in regular meetings or as needed with individual TMs, regarding the status of activities and any problems or observations. The Program Manager shall meet with the PO approximately weekly regarding overall contract activities and administrative issues, and significant technical issues.

**Monthly Voucher.** The Contractor shall provide an advance copy of the public voucher to the PO.

**Quality Assurance Reports.** The contractor shall provide copies of any quality assurance audit reports which include the findings and associated corrective actions, to the PO and appropriate TM.

**SOPs.** All ESAT SOPs developed to support the work and/or services performed under this contract shall be provided to the CO, PO, or TM upon request, in hardcopy and/or electronic versions. All SOPs which support the work and/or services performed under this contract become the property of the Environmental Protection Agency. Any or all of the SOPs as described above, shall be provided by the Contractor for inspection or review.

The following additional terms and conditions are requirements of this task order:

## **CONTRACTING OFFICER'S REPRESENTATIVES**

The individuals listed below are authorized representatives of the Contracting Officer for this task order. These individuals may issue perform Contracting Officer Representative (COR) functions as described in the contract clauses Technical Direction (EPAAR 1552.237-71) and Authorized Representative of the Contract-Level COR (EPA-G-42-102).

TASK#	DESCRIPTION	Task Manager
1	Organic and Inorganic Laboratory Analyses at the Region 9 Laboratory	Rich Bauer (Alternate TO COR)
2	Field Analytical Services (FASP) at Superfund Sites	Greg Nagle
3	Region 9 Laboratory Health and Safety	Barbara Bates
4	Region 9 Laboratory Environmental Compliance	Chris Cagurangan
5	Region 9 Laboratory Quality Assurance	Lucrina Jones
6	Task Order Management and Quality Assurance	Rose Fong (TO COR)

## **OPTION PERIODS / AWARD TERMS**

This task order contains option periods and award terms that the Government may exercise via unilateral task order modification by providing written notification to the contractor of its intent to exercise the option period or award term at least 60 days in advance of the end of the current effective period. Providing this written notice does not commit the Government to exercise the option or award term. If the Government fails to provide written notice within that time, the Government may exercise the option or award term via bilateral task order modification. Task order option periods and award terms may only be exercised within the effective period of the contract. If a contract-level option period or award term is not exercised, task order option periods and award terms may not be exercised beyond the final date of the contract period of performance.

The period of performance of this task order, inclusive of all option periods and award terms is:

Base Period	August 1, 2013 – July 31, 2014
Option Period 1	August 1, 2014 – July 31, 2015
Option Period 2	August 1, 2015 – July 31, 2016
Option Period 3	August 1, 2016 – July 31, 2017
Option Period 4	August 1, 2017 – July 31, 2018
Award Term 1	August 1, 2018 – July 31, 2019
Award Term 2	August 1, 2019 – July 31, 2020

## **TRAVEL**

Performance under this task order may require travel. The contractor shall submit requests for travel in accordance with the contract clause Approval of Contractor Travel (EPA-H-31-104). Approval of task order proposals that include travel as a materials cost shall not be construed to mean the travel is approved. Separate approval for contractor travel shall be obtained from the Contract-Level COR.

## **TRAINING**

Performance under this task order may require unique training that is allowable as a direct cost to the task order. The contractor shall submit requests for such training in accordance with the contract clause Approval of Training (EPA-H-31-105). Approval of task order proposals that include training as a materials cost shall not be construed to mean the training is approved. Separate approval for Contractor training shall be obtained from the Contract-Level COR.

EP-W-13-0029 TASK ORDER 0102 MODIFICATION SUMMARY

Mod #	Reason For Modification	Status	Award Date	Obligation
P00027	Exercise an Option	Released	6/4/2018	\$0.00
P00026	Other Administrative Action	Released	5/21/2018	\$197,000.00
P00025	Funding Only Action	Released	5/14/2018	\$100,000.00
P00024	Funding Only Action	Released	11/16/2017	\$0.00
BASE		Released	7/31/2013	\$20,000.00
023	Exercise an Option	Released	7/20/2017	\$0.00
022	Funding Only Action	Released	2/21/2017	\$8,000.00
021	Funding Only Action	Released	1/31/2017	\$100,000.00
020	Supplemental Agreement for work within scope	Released	9/30/2016	\$0.00
019	Funding Only Action	Released	9/27/2016	\$32,582.00
018	Exercise an Option	Released	7/28/2016	\$212,000.00
017	Funding Only Action	Released	3/23/2016	\$10,000.00
016	Funding Only Action	Released	1/22/2016	\$50,000.00
015	Funding Only Action	Released	11/6/2015	\$0.00
014	Exercise an Option	Released	7/29/2015	\$142,115.11
013	Funding Only Action	Released	5/7/2015	\$99,884.89
012	Funding Only Action	Released	3/20/2015	\$50,000.00
011	Funding Only Action	Released	1/23/2015	\$15,000.00
010	Funding Only Action	Released	12/2/2014	\$50,000.00
009	Funding Only Action	Released	9/30/2014	\$0.00
008	Funding Only Action	Released	9/25/2014	(\$6,000.00)
007	Funding Only Action	Released	9/24/2014	\$6,000.00
006	Exercise an Option	Released	7/29/2014	\$130,000.00
005	Funding Only Action	Released	6/20/2014	\$50,000.00
004	Funding Only Action	Released	3/5/2014	\$90,000.00

003	Funding Only Action	Released	9/13/2013	\$60,000.00
002	Funding Only Action	Released	9/3/2013	\$19,444.33
001	Supplemental Agreement for work within scope	Released	8/13/2013	\$14,200.00



<b>Total Amount without Options</b>	<b>Total Amount</b>
\$847,554.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$20,000.00	\$20,000.00
\$422,207.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$411,893.00	\$107,305.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$381,293.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00
\$371,389.00	\$0.00
\$0.00	\$0.00
\$0.00	\$0.00

\$0.00	\$0.00
\$0.00	\$0.00
\$338,783.00	\$2,665,814.00

# ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1

17

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 08/02/2013		2. CONTRACT NO. (If any) EP-W-13-029		6. SHIP TO: a. NAME OF CONSIGNEE R9 RICHMOND	
3. ORDER NO. 0103		4. REQUISITION/REFERENCE NO. PR-OAR-13-01580			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Region 9 Laboratory 1337 South 46th Street Bldg 201 Mail Code:	
				c. CITY Richmond	e. ZIP CODE 94804
7. TO (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR ICF INCORPORATED, L.L.C.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 9300 LEE HIGHWAY				Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220316050		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

## 17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 072648579 ESAT Region 9 Task Order 103 - Ambient Air Quality Monitoring Field Quality Assurance Support  This task order is placed with a ceiling of Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME RTP Finance Center						\$0.00
	b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	\$783,488.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)  
Elizabeth Fuller  
TITLE: CONTRACTING/ORDERING OFFICER

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 08/02/2013	CONTRACT NO. EP-W-13-029	ORDER NO. 0103
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>\$254,641.00 for the year base period, in accordance with the contractor's technical and price proposal dated July 30, 2013. Incremental funding in the amount of \$165,048.00 is obligated to the task order in accordance with contract clause B.5 "Limitation of Government's Obligation (EPA-B-32-103) Tailored." All other terms and conditions remain unchanged.</p> <p>TOPO: Rose Fong Max Expire Date: 07/31/2020 Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460 Period of Performance: 08/02/2013 to 07/31/2014</p> <p>Base Period Incrementally Funded Amount: \$165,048.00</p> <p>Accounting Info: 13--E1-53GS-102A04XPM-4183---1353PM313 4-001 BFY: 13 Fund: E1 Budget Org: 53GS Program (PRC): 102A04XPM Budget (BOC): 4183 DCN - Line ID: 1353PM3134-001 Funding Flag: Complete Funded: \$97,673.00 Accounting Info: 13--E1-53GS-102A04-4183---1353PM3134-0 02 BFY: 13 Fund: E1 Budget Org: 53GS Program (PRC): 102A04 Budget (BOC): 4183 DCN - Line ID: 1353PM3134-002 Funding Flag: Complete Funded: \$67,375.00</p> <p>August 2, 2013 - July 31, 2014 Base Period Ceiling: \$254,641.00</p>					
0002	<p>Option Period 1 (Option Line Item)</p> <p>Continued ...</p>				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION

PAGE NO  
3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
08/02/2013	EP-W-13-029	0103

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0003	August 1, 2014 - July 31, 2015 Option Period 1 Ceiling: \$261,101  Option Period 2 (Option Line Item)  August 1, 2015 - July 31, 2016 Option Period 2 Ceiling: \$267,746.00  The obligated amount of award: \$165,048.00. The total for this award is shown in box 17(i).				Option	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

EP-W-13-029 TASK ORDER 0103 MODIFICATIONS SUMMARY

Mod #	Reason For Modification	Status	Award Date	Obligation	Total Amount without Options
P00025	Exercise an Option	Released	6/4/2018	\$0.00	\$644,152.00
P00023	Funding Only Action	Released	11/14/2017	\$0.00	\$0.00
P00022	Funding Only Action	Released	10/27/2017	\$6,000.00	\$0.00
BASE		Released	8/2/2013	\$165,048.00	\$254,641.00
024	Funding Only Action	Released	2/21/2018	\$35,000.00	\$0.00
021	Funding Only Action	Released	7/26/2017	\$4,500.00	\$4,500.00
020	Exercise an Option	Released	7/20/2017	\$138,127.99	\$310,144.00
019	Other Administrative Action	Released	7/20/2017	\$0.00	\$0.00
018	Funding Only Action	Released	5/9/2017	\$87,872.01	\$0.00
017	Funding Only Action	Released	11/22/2016	\$86,000.00	\$0.00
016	Supplemental Agreement for work within scope	Released	9/30/2016	\$0.00	\$0.00
015	Exercise an Option	Released	7/28/2016	\$118,000.00	\$313,658.00
014	Supplemental Agreement for work within scope	Released	7/18/2016	\$0.00	\$0.00
013	Funding Only Action	Released	3/29/2016	\$70,109.60	\$0.00
012	Funding Only Action	Released	12/15/2015	\$79,000.00	\$0.00
011	Funding Only Action	Released	11/5/2015	\$0.00	\$0.00
010	Exercise an Option	Released	7/29/2015	\$118,000.00	\$267,746.00
009	Funding Only Action	Released	5/8/2015	\$4,448.87	\$0.00
008	Funding Only Action	Released	1/23/2015	\$70,000.00	\$0.00
007	Funding Only Action	Released	9/29/2014	\$0.00	\$0.00
006	Funding Only Action	Released	9/26/2014	\$6,000.00	\$0.00
005	Exercise an Option	Released	7/29/2014	\$165,206.65	\$261,101.00
004	Funding Only Action	Released	6/27/2014	\$3,793.35	\$0.00
003	Funding Only Action	Released	4/18/2014	\$70,000.00	\$0.00
002	Funding Only Action	Released	11/18/2013	\$6,000.00	\$0.00
001	Funding Only Action	Released	9/18/2013	\$9,799.65	\$0.00

**Total Amount**

\$0.00

\$0.00

\$0.00

\$783,488.00

\$0.00

\$4,500.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$0.00

\$1,267,954.00

\$0.00

\$0.00

\$0.00

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